



February 1, 2007

Dear VVFC Provider:

Virginia is given millions of federal and state dollars every year to buy vaccines for distribution to facilities like yours. You in turn, take this vaccine and improve public health by administering it to the children of Virginia.

VVFC is held accountable for each and every dose of vaccine it purchases and distributes. In order to monitor and evaluate accountability statewide, we have been collecting doses administered and inventory data from VVFC facilities for many years. During this time, we have closely monitored usage including lot numbers, manufacturers, and doses.

In recent months we have conducted an evaluation of our data collection methods. The good news is that we will reduce the amount of information we need you to report to increase the quality of data. Therefore, we will no longer be using two separate forms for doses administered and inventory; they will be combined on one page. **This combined report will require you to log doses administered AND ending inventory every month.** We also eliminated the following requirements:

- doses administered by age
- lot number reporting for inventories
- manufacturer reporting for inventories
- expiration reporting for inventories
- separate quarterly inventory reports

Enclosed you will find the new, combined monthly accountability form. **Please read the instructions carefully and begin using this form next month on the first day of business.** Log your doses administered but clearly indicate the total doses for each vaccine in the "total" column. You may use tally marks to help keep track if necessary. Then at the close of business at the end of the month, count the doses of each vaccine provided by the state. Submit the completed accountability report to the VVFC office by the fifth day of the following month.

If you have any questions or concerns, please call Crista Sullivan, VVFC Vaccine Accountability Supervisor, at 804-864-8055 or 800-568-1929. Thank you for being a participant in the VVFC program!

Sincerely,

Kristen M. Harker, M.S.Ed., CHES
Program Director
Virginia Vaccines For Children



VVFC@vdh.virginia.gov

E-mail:

804-864-8090

Fax:

Enclosure